

CONFIDENTIAL

CHG

13 July 1960

MEMORANDUM FOR: Chief, Contact Division, OO

THROUGH: Acting Chief, Geographic Research, ORR

SUBJECT:

[REDACTED]

25X1A

REFERENCE:

Memorandum dated 17 June 1960, to Chief, Contact Division from Chief, San Francisco office

25X1A 1. Our review of the [REDACTED] material recently for- 25X1A
warded [REDACTED] shows up some peculiar discrepancies, mostly
involving failures by the typist to adhere to specifications or
to normal quality standards. We will return corrective comments to
Honolulu. It appears, however, that [REDACTED] will also have to 25X1A
apply some tight supervision in order to assure that the Agency gets
the results anticipated. As an aid in this task we have prepared a
25X1A personal letter from [REDACTED] which [REDACTED] can use in talking 25X1A
with the typist (attached). The letter also answers questions raised
25X1A by [REDACTED] in reference memo. I presume that the letter may be
passed to [REDACTED] by normal OO channels. 25X1A

25X1A 2. We hope that [REDACTED] can arrange to have subsequent pro-
duction forwarded on, say, a bi-weekly basis. This will serve to
spread out the load here, and will make it possible for us to pro-
vide more timely guidance on chance questions or problems. With
respect to the material already received as [REDACTED], we are 25X1A
returning the original as requested with one additional copy, the
latter for necessary corrections and additions.

25X1A 3. The efforts of [REDACTED] are much appreciated. Further
reports and recommendations will be welcomed, and we will endeavor,
of course, to provide further help that may be required.

25X1A

[REDACTED]
Chief, Geography Division

Enclosure:

Letter from [REDACTED] 25X1A

Distribution:

- Orig. and 1 - Addressee
- 1 - Ch/G
- 3 - D/GG

RR/D/GG [REDACTED]:end 25X1A

14 JUL 1960

STATINTL

13 July 1960

STATINTL

25X1A

The materials representing the state of the typing project for [REDACTED] Diaries as of 13 June have been received and carefully examined. We are appreciative of your efforts in bringing things forward to this point. The potentiality obviously exists for bringing this job to a creditable completion, providing procedures can be tightened up to insure that specifications are followed and reasonable accuracy achieved. If you think it desirable in the interests of expediting the project, we would not object to your employing an additional typist.

Naturally, I am at a loss to understand why so much material was typed in single copies, without margins at right or bottom, on lettersize paper instead of legal size, and allowed to accumulate without correction of obvious typographical errors. Only 24 pages of captions are actually adequate as they stand and even they contain numerous errors. We would like to assume that hereafter our typist will produce a professionally neat and accurate draft, following the specifications which were given to her orally at the time the job was set up, and which are summarized on the attached sheet.

25X1A

Our objective in these specifications is to secure a product that will remain highly legible and useful even after many corrections and emendations have been made by [REDACTED] and his editors. In a first draft a few mistakes are to be expected from page to page; most of them can be caught by simple but careful rereading, and they can be neatly corrected in ink on all copies except the original, on which they should be typed in. Our typist is now fully familiar with her typewriter, with [REDACTED] handwriting, and with the special vocabulary involved, and a substantially accurate copy is now a reasonable request.

25X1A

25X1A

Efficient and economical proof-reading is a practical impossibility in your situation. Accuracy has to be the responsibility of the typist. Her errors appear to be, first, typographical; second, misreadings of [REDACTED] hand for the letters u, r, n, m, o, s, and perhaps others, that crop up in words and names of considerable frequency. She does somewhat better in the category of difficult and unusual names, but one tends instinctively to be suspicious of them because the

numerous uncorrected mistakes of the first two types cast a shadow of doubt over the whole. For her guidance and yours, we are returning comments on the material submitted to us.

I would hope that you or someone else could do us the favor of spending 2 or 3 hours a week with the typist spot-checking the rendition of names and terms and handwriting, after she herself has first read each page carefully for typographical errors and corrected them. After 10 or 15 pages of a new Diary have been typed, a careful checking of the product will save much time and many mistakes later on; retyping of those few pages may then be necessary, but the rest of the diary should go ahead so much more easily because of the first pages having been carefully checked. For the rest of the diary, I would hope that selective checking by other persons than the typist would then be sufficient. In all of this there is a knack which can be achieved, in skimming both the original and the typed draft for the points where errors are most likely to appear.

Regarding specific questions which you have raised, we can authorize no further expenditure of effort on [redacted] papermaking manuscript, but we would like to know what was done, and see some of the product. We can authorize no retyping of anything that has already been typed, except as the typist may wish to do so for selected pages as noted above. We have made our own copy of the diary material which you requested to be returned, and are forwarding it to you to have the blanks filled for us. 25X1A

For the insertion of Tibetan script in the text, nothing can be done. For the insertion of Chinese characters, I would suggest expenditure of no more than \$25 and suggest that when a convenient time comes for that, you find some student who is willing to do it. Even where 15 or 20 characters need to be copied, it is short work for a student familiar with characters. There are many hard ways of doing it, but the easy way is to do it with a 2H pencil on the original with pencil-carbon between the other sheets.

The photostating of sketch maps would in any event have to wait until the entire job is completed. I have suggested to [redacted] that at that time he might send the Diaries out to have them photostated. Since this would be after we have completed our services to him in getting the Diaries typed and since these maps and sketches would essentially be for his own use, I feel that we should limit our efforts in this regard to offering helpful suggestions. 25X1A

25X1A Our objective in helping [redacted] is to assist him in the overall reorganization of his material, and to see his Diaries typed once, as accurately as possible, in multiple copies, of which we are to receive two. It is not our objective to prepare these Diaries for publication. No attempt should be made to achieve a letter-perfect draft.

It is, I know, difficult initially to secure a highly professional product in a typing job which requires versatility and adaptability. We appreciate our typist's having stayed with this job, and would encourage her to carry on with the same willingness, only adding to it a sharpened awareness of what is needed and of what was inadequate about the work done to date, so that details which have hitherto been elusive will begin to fit into place. Please express our thanks to [REDACTED] for their continued concern for the success of this typing project.

25X1A

Sincerely yours,

STATINTL
[REDACTED]

Enclosure:

Summary of typing instructions

TYPING INSTRUCTIONS

(Statements that are starred represent an amplification of the original instructions)

1. There are 16 numbered and 2 unnumbered Diaries, with an estimated content of 200 pages per volume, totalling 3,600 pages more or less.
2. Type one Diary at a time, in 5 copies, triple-spaced, on legal-size paper, leaving a 2-inch margin at the left and a smaller margin at the right, and adequate margins top and bottom.
- *3. The order in which the Diaries were to be typed was not originally specified. In the absence of other directions from ██████████ the obvious way is to begin with volume I, finish it, proceed with volume II, and so forth. 25X1A
4. The left-hand margins may be somewhat flexible, but the important thing is to get in the marginal notes. These are of 3 types: a) a simple addition to the text, which should simply be inserted in the text; b) a type of footnote, which should be interpolated in the text, double-indented and double-spaced; c) a marginal note with no specific reference, which should be typed in the margin in single-spacing, reproducing the original.
5. Make notations regarding the original pages in the left margins.
- *6. Every page should have noted on the left margin the diary page from which it came, and the point where a new page of the diary begins should also be indicated.
7. Leave space for later insertion of Chinese and Tibetan characters and script.
8. Proof-reading and checking are left to the typist to work out a system.
- *9. Upon completion of each page the typist should check for typographical or other obvious errors and make the necessary corrections. Corrections made neatly in pen and ink on the carbon copies will be satisfactory, and only the original needs typed corrections.